

**REQUEST FOR NON-CIVIL SERVICE TEMPORARY
APPOINTMENT OUTSIDE THE LIST APPROVAL**

I. Department of _____

II. Appointee's Name _____
Last First MI

III. POSITION INFORMATION

Job Title _____ Position No. _____ SR/BU _____

Kind of Position

☐ Permanent position being filled temporarily From _____ To _____

Reason _____

☐ Temporary From _____ To _____

IV. EXTENSION OF APPOINTMENT

Period: From _____ To _____

Reason for Extension:

- ☐ Extension of temporary federal fund or special project.
 - ☐ Leave without pay of incumbent is extended.
 - ☐ Filling of permanent position on a temporary basis continues to exist.
 - ☐ Pending position classification action, administrative review or appeal of a classification action.
 - ☐ Pending reorganization.
 - ☐ Budgetary restrictions.
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V. APPOINTING AUTHORITY SIGNATURE

_____ Date _____

HRD Use Only

VI. YOUR REQUEST FOR APPROVAL OF THE ABOVE ACTION IS:

- ☐ Approved
- ☐ Disapproved

Signature _____

Date _____